

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post Mexico City		2. Agency DOS/INL		3a. Position Number 312801 AIN-L91
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> AIN-L87, AINL89				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) _____ <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain) _____				
5. Classification Action		Position Title and Series Code		Grade
a. Post Classification Authority		Program Specialist, 4001		11
b. Other				
c. Proposed by Initiating Office		LEP Program Specialist		FSN11
6. Post Title of Position (if different from official title)		7. Name of Employee		
8. Office/Section INL		a. First Subdivision Law Enforcement Programs		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Signature of Employee _____ Date (mm-dd-yyyy)		10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Signature of Supervisor _____ Date (mm-dd-yyyy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Printed Name of Chief or Agency Head _____ Signature of Chief or Agency Head _____ Date (mm-dd-yyyy)		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy)		
13. Basic Function of Position The incumbent is the senior Mexican subject matter expert for INL foreign assistance programs targeting police and police investigators under the Merida Initiative. The incumbent provides policy advice to INL leadership on how INL program goals fit into Government of Mexico (GOM) security priorities at the federal, state and local level. The incumbent develops and maintains senior-level GOM contacts; designs and negotiates multi-million dollar programs that match INL and GOM goals; provides technical guidance and oversight to a team of third-party police advisors carrying out INL programs; and is responsible for overseeing the planning and execution of approximately \$100 million in programming funds. As the senior INL Mexican expert on staff, the incumbent may be called on to provide written or oral briefings to senior U.S. government officials or to provide formal instruction to Mexican police. The incumbent reports to a Law Enforcement Programs Manager, with policy guidance provided by the INL Program Officer, Deputy Director, and Director. The incumbent's responsibilities will require regular travel throughout the country and internationally.				
14. Major Duties and Responsibilities				

Project Management and Coordination**(40%)**

- Designs and plans major and minor INL foreign assistance projects to improve police professionalization and to increase law enforcement capacity in all levels of Mexican law enforcement agencies. Monitors and assesses implementation throughout the life of the project.
- Ensures that approximately \$100 million in program funds are executed in accordance with INL priorities and regulations. This includes planning and execution, as well as working with budgeting team in the obligation and de-obligation of funds, tracking liquidations and unliquidated obligations, and advising Program Manager on best use of available funds.
- Provides guidance and technical feedback to third-party contractors implementing training and capacity-building projects for INL, with 10-25 instructors and 3-6 subject matter experts supporting a wide range of projects. As a Government Technical Monitor (GTM) the incumbent evaluates project deliverables received from contractors and makes recommendations to the Contracting Officer regarding the quality of the deliverables. He/she observes the performance of third-party contractors assigned to projects and provides preliminary assessments of their performance.
- As a contract end-user, incumbent identifies and forecasts procurement requirements, initiates procurement actions (including preparing statements of work and performance work statements and conducting market research), and ensures timely delivery of required goods or services.
- Coordinates project priorities and design with relevant inter-agency colleagues at Embassy Mexico. Assists program manager in oversight of multi-million dollar inter-agency agreements with law enforcement and Department of Justice counterparts.
- Provides coordination between GOM agencies, USG, and third-party contracted instructors to ensure that all training is conducted in the most efficient and appropriate manner for a Mexican law enforcement audience.
- Works with counterparts to establish benchmarks for success, and provides periodic written reports on the progress of project implementation for USG and GOM audiences.
- Serves as a Contracting Officer Representative (COR), Grants Officer Representative (GOR), and/or Accountable Officer Representative (AOR).

Subject Matter Expertise**(30%)**

- Develops training courses and curriculum, and conducts course evaluations.
- Reviews GOM laws, policies, procedures, and institutional doctrines to identify areas where USG support could make an impact.
- Advises INL U.S.-hire program officers and managers on a variety of complex and sensitive law enforcement issues, such as gauging the probable reaction of the Government of Mexico (GOM) to U.S. views or project proposals. Ensures INL Officers have necessary understanding of the complex Mexican law enforcement infrastructure for successful program execution.
- Briefs Embassy or visiting officials and INL management on Mérida Initiative projects. Prepares written reports such as strategy documents, briefing papers, speeches, program assessments, and correspondence in both English and Spanish.
- Represents INL during the course of project negotiations with the mid and senior level GOM officials.
- Obtains information from a wide range of published and unpublished sources to identify police professionalization and capacity-building requirements.
- Provides formal training to Mexican Law Enforcement personnel to fill unexpected third-party contractor staffing gaps.

High-Level Relationship Building**(15%)**

- Liaises directly with high-level federal, state and local authorities to build durable relationships with key decision-makers in order to ensure project success. The incumbent sets meetings with GOM interlocutors, negotiates and follows up on agreements, and drafts comprehensive meeting notes and follow-on cable/reports.
- Explains U.S. bilateral Mérida Initiative policies to Government of Mexico law enforcement leaders in order to gain support for INL Mexico projects.

Supervision**(10%)**

- Supervises program assistant(s) assigned to the program team.

Other Duties as Assigned**(5%)**

15. Qualifications Required For Effective Performance

a. Education:

- University Bachelor's degree in International Relations, criminal justice or law enforcement, business administration, public policy, law, or similar/equivalent.

b. Prior Work Experience:

- Five years' work experience in or with government, law enforcement, or international relations in positions of progressing responsibility.
- One year previous supervisory responsibility.

c. Post Entry Training:

- COR and GOR training (depending on project requirements) – 80 hours
- INL Program and Project Management, INL Contract Administration Procurement Policies, and Procedures. – 10 hours
- High Threat Security Overseas Seminar – 5 hours

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

- Excellent written and oral Spanish (4/4) and fluent spoken and written English (3/3).

e. Job Knowledge:

- In-depth prior experience working on security-related issues in Mexico, including knowledge of law enforcement operational and management best practices.
- In-depth knowledge of the GOM institutions and bureaucratic processes, especially CNS, Federal Police, PGR, and state-level police and investigative agencies.
- Sound grasp of Merida Initiative goals and authorities.

f. Skills and Abilities:

- Ability to maintain contacts at the senior, mid, and working levels with relevant GOM institutions, with a proven track record of successful negotiations with or within the GOM
- Excellent interpersonal skills, maturity, and judgment; able to work with little oversight
- Excellent organizational, planning, and time-management skills
- Excellent written and oral communication skills, and high-degree of comfort with MS Office suite and ability to learn INL's S@me Page database

16. Position Elements

a. Supervision Received:

Directly supervised by Law Enforcement Program Manager, with policy guidance from Law Enforcement Program Officer, INL Director, and Deputy Directors.

b. Supervision Exercised:

Incumbent will directly supervise direct-hire program assistants and provide significant oversight to third-party contractors that work on the program team.

c. Available Guidelines:

Integrated Country Strategy, Law Enforcement Program strategies, INL webpage, FSI online project management courses.

d. Exercise of Judgment:

Extensive. The incumbent will work independently most of the time and will be expected to represent INL in high-level GOM negotiations where foreign assistance financial commitments will be made. Incumbent will need to be self-motivated and capable of committing the USG in-line with INL program priorities established by INL management.

e. Authority to Make Commitments:

Significant. Under the programming policies established by INL management, the incumbent will have authority to commit USG support to specific projects. Incumbent will sit on technical evaluation panels and draft statements of work for procurement actions.

f. Nature, Level and Purpose of Contacts:

The incumbent liaises directly with high-level federal and state-level authorities and is responsible for developing durable relationships with key decision-makers, up to the GOM undersecretary level in federal institutions, secretary level in states, and mayoral level in municipalities. The incumbent will brief visiting USG officials and dignitaries on Merida Initiative programs and provide advice, when requested, about how to advance U.S. government policy objectives related to security in Mexico, including visitors from State Bureaus (INL, DRL, DS, and WHA); other foreign assistance agencies (USAID, ICITAP, OPDAT); and our law enforcement partners (FBI, DEA, ATF, USMS, CBP, ICS/HSI, etc).

g. Time Expected to Reach Full Performance Level:

One year